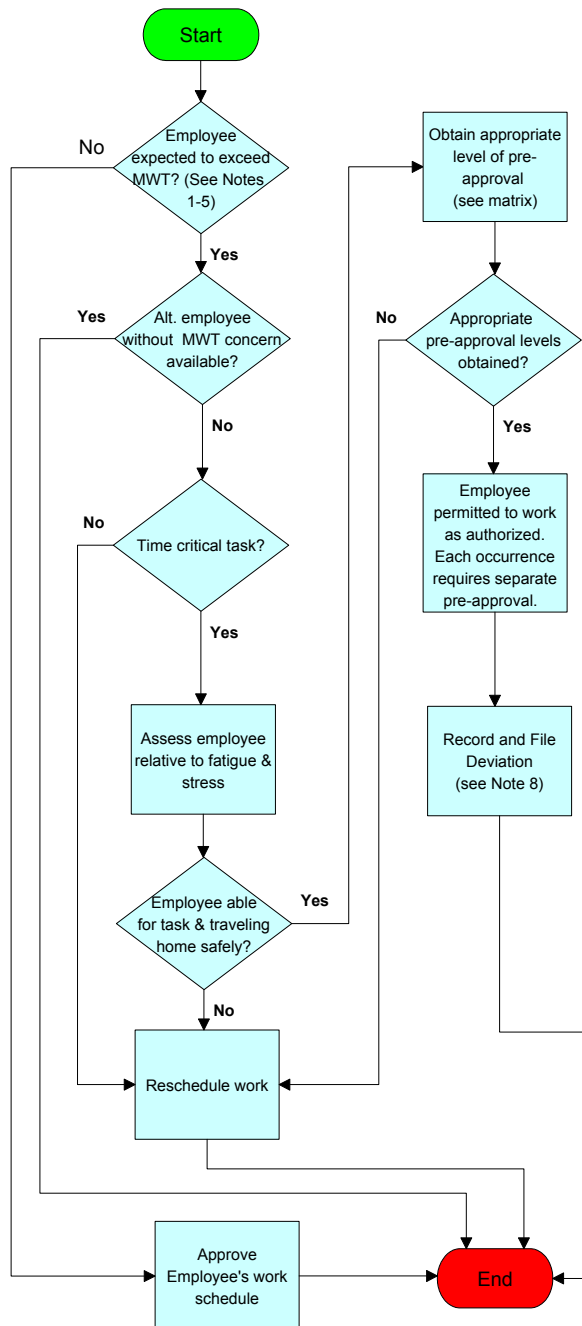


Immediate Supervisor ProcessApproval Level(s) Matrix  
& NotesObjectives & Notes

Maximum Work Time Limits (see Notes 1-5)	Signature required for approval to deviate from Maximum Work Time Limits			
	Supervisor	Division Chief	Directorate Head	Deputy Director of S&MA
< 8 hours between shifts				
> 12 hours	✗			
> 16 hours, <b>ONLY</b> during a PDE or CDE. (see Note 6)	✗	✗	✗	
> 60 hours during a 7 day period	✗			
8 consecutive days without a full day off	✗	✗		
9 to 14 consecutive days without a full day off	✗	✗	✗	
14 to 18 consecutive days without a full day off (see Note 7)	✗	✗	✗	✗
> 18 consecutive days, <b>ONLY</b> during a PDE or CDE. (see Note 6)	✗	✗	✗	✗
> 240 hours during a 4-week period	✗			
> 2500 hours during rolling 12-month period	✗	✗	✗	✗

**Note 1:** Per [KNPR 8715.3](#), the MWT requirements apply to all KSC and contractor employees (unless otherwise specified in their contract). The reporting and documentation requirements apply only to persons in critical positions. Further, the approval levels specified in this KDP are only a guide for employees in non-critical positions.

**Note 2:** KSC and contractor Programs, Projects and Organizations (PPO) shall familiarize visitors with the KSC MWT requirements to the maximum extent possible. Visiting employees shall adhere to their own MWT requirements, and shall abide by KSC's 16-hour limit.

**Note 3:** All KSC employee MWT approvals must comply with the requirements of [KNPR 9620.4](#), KSC Approval and Control of Overtime, Compensatory Time, and Holiday Work Handbook, as well as [KNPR 8715.3](#).

**Note 4:** Deviating from MWT may not be the best strategy for addressing the schedule needs of the PPO. Protect employees from being chronically overworked by minimizing 12-hr, 16-hr, and 7-day MWT deviations. KSC employees and contractors are strongly encouraged to follow the intent of MWT, as described in [KNPR 8715.3](#). For all deviations, the initiating organization is responsible for writing, recording and filing each deviation. Supervisors shall assess whether other MWT limits will be approached or exceeded before approving a deviation, and shall repeat the process if necessary. Exceeding MWT without a pre-approved deviation is a violation, and shall be processed per [KNPR 8715.3](#).

**Note 5:** Per [KNPR 8715.3](#), only official travel time where the employee is compensated shall be counted for MWT.

**Objectives:**

- Implementation of management controls to prevent overworking employees
- To prevent occurrence of errors or mishaps that might occur because employees work excessive hours
- To ensure that Maximum Work Time (MWT) deviations for personnel in critical positions are processed properly

To implement the MWT requirements of [KNPR 8715.3](#)

**Approval:**

Deputy Director,  
Kennedy Space Center

**Note 6:** Per [KNPR 8715.3](#), a Program Declared Emergency (PDE) provides program/project or organizational Directors a planning tool to account for a large number of deviations in advance of an event or circumstance. A Center Declared Emergency (CDE) goes into effect by the authority of the Center Director or designee, in the event of an emergency or a threat to the Center (e.g., natural disaster or terrorism).

**Note 7:** Per [KNPR 8715.3](#), the employee must be given 2 full days off following any consecutive workday period of 14 or more days.

**Note 8:** PH & SA must use form [KDP-F-1816](#) for record keeping.

Reporting Requirements

- Supervisors of persons in critical positions shall:
  - Report MWT violations immediately to the program/project or organizational Director
  - Report MWT deviations to the program/project or organizational Director on an on-going basis
- Program/project or organizational Directors shall:
  - Develop and maintain a list of Critical Positions and individuals assigned to those positions; they shall provide that list to SA annually NLT Oct. 15th.
  - Submit a maximum work time report to SA NLT the 15th of each month